

***NORTHROP GRUMMAN***



# IT Asset Management COIN

June 15, 2006

# Agenda

- Introductions/Greetings
- IT Asset Management Post Service Commencement Date
- Receiving IT Assets
- Tagging IT Asset
- Asset Management Interim Processes
- Discussion

# Introduction/Greeting

- Introduction
  - Billy Edmondson – Northrop Grumman
  - Brian Davis – Northrop Grumman
  - Mike Donnelly - VITA
- Teleconference users  
email [AssetManager@vita.virginia.gov](mailto:AssetManager@vita.virginia.gov) with questions

## IT Asset Management Post SCD

- The contract requires that Altiris Asset Control be the system of record
- IT Asset Management will be under an interim process until
  - Centralized receiving is in place
  - Altiris Asset Control is integrated with service delivery via Peregrine
- The process will incrementally move to the complete Altiris Asset Control solution
  - Centralized receiving expected by 11/1/2006
  - Service delivery integration expected by 2/1/2007

# Receiving IT Assets

- IT Assets will be dropped shipped until centralized receiving is implemented
- There will be some VITA purchased IT assets in the supply pipeline for a short time
  - Follow the same process in place today, but know that Northrop Grumman employees cannot post receipts (VITA managed employees can)

## Receiving IT Assets, continued

- Northrop Grumman owned IT assets will be arriving soon after Service Commencement Date
  - Northrop Grumman employees and VITA managed employees are to forward the receipt by fax or .pdf to VITA/NG Headquarters for processing
  - Using the document provided by the service delivery person, agency personnel finalize receipt in eVA
  - There will be a Lawson/eVA cross reference available

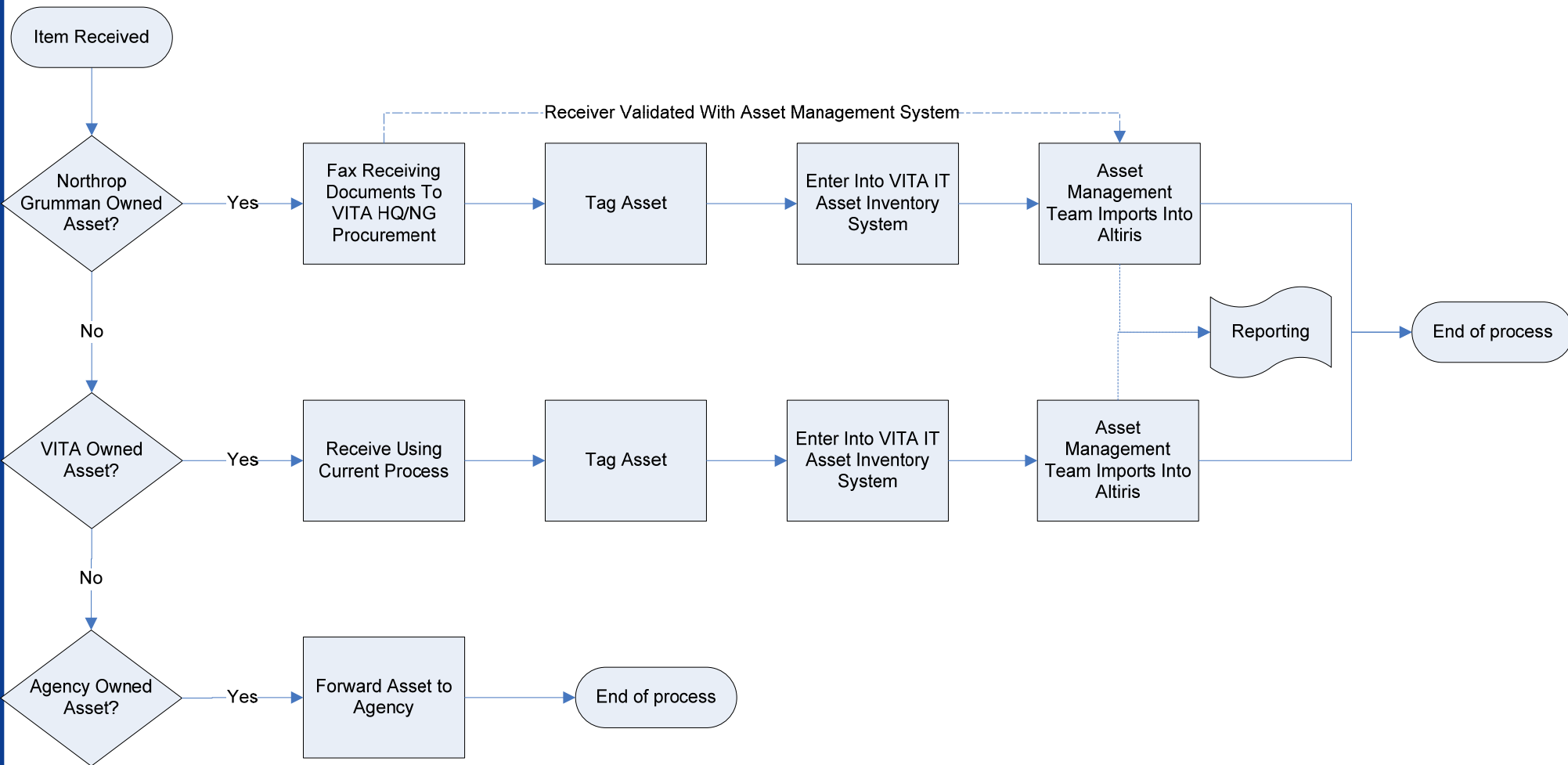
## Tagging IT Assets

- Follow the same process that is in place today
  - Northrop Grumman owned IT assets are to be tagged with Northrop Grumman (red in color) asset tags
  - VITA owned IT assets are to be tagged VITA (blue in color) asset tags

# Asset Management Interim Process Option 1

- Continue to use the current IT Asset Inventory system to manage IMACS.
  - For NG owned assets
    - Enter the Northrop Grumman tag number in the VITA Tag field
    - Enter the Northrop Grumman purchase order number in the Vendor/Other Tag Number field
    - Enter the .01 cent in the Purchase Cost field
    - Ensure the warranty expiration date and vendor are part of the record
- Asset management team imports data into Altiris Asset Control and validates data using the receipt process (matches receipt record)

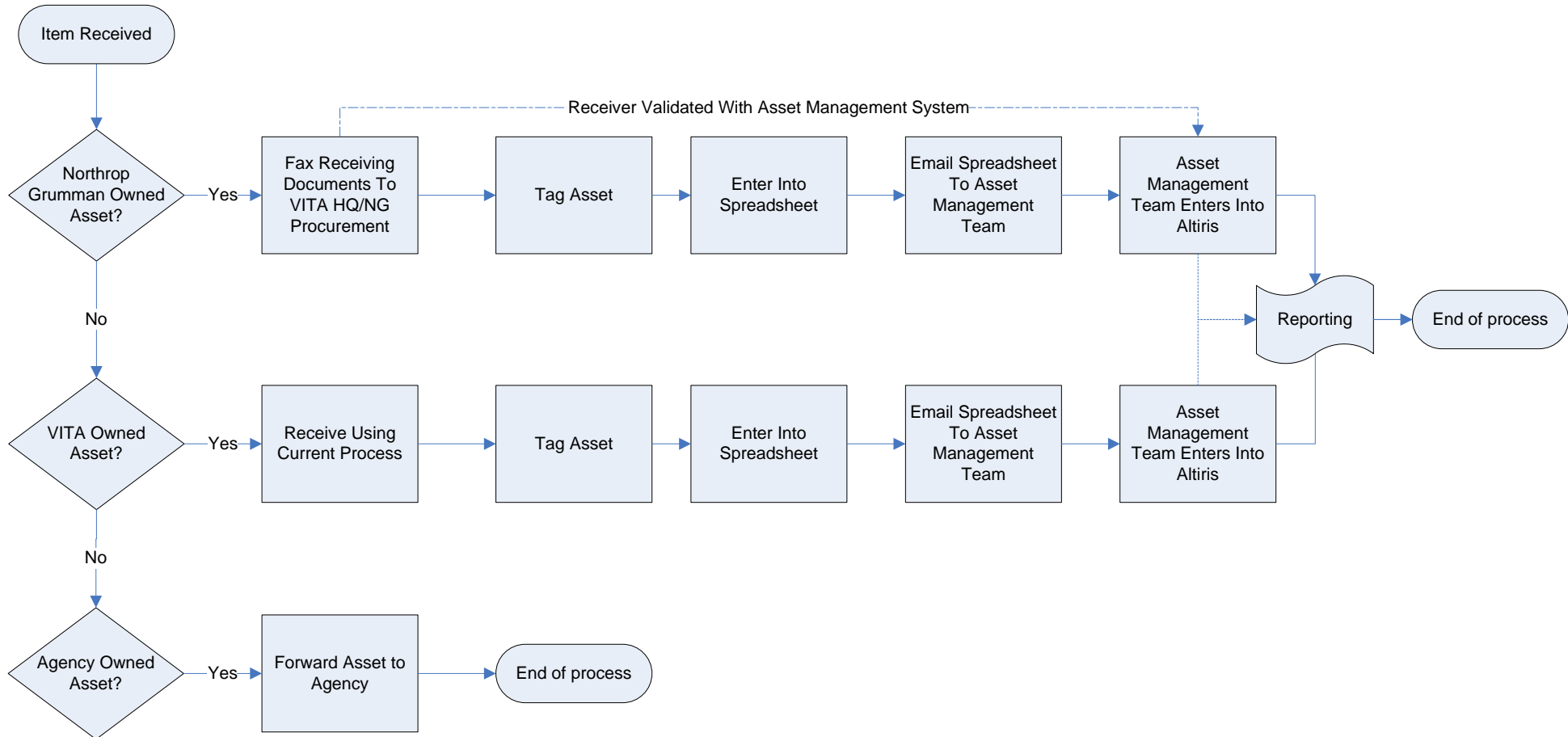
# Asset Management Interim Process



## Asset Management Interim Process Option 2

- One time download of inventory records from the VITA IT Asset Inventory system
- VITA IT Asset Inventory System is turned off
- Field personnel use the IT Asset Inventory Workbook structured spreadsheet to manage IMACS
  - For NG owned assets:
    - Enter the Northrop Grumman tag number in the VITA Tag column
    - Enter the Northrop Grumman purchase order number in the Vendor/Other Tag Number column
    - Enter .01 cent in the Purchase Cost column
    - Ensure the warranty expiration date and vendor are part of the record
  - The data is periodically forwarded to the Asset Management team for entrance into Altiris Asset Control
- Asset management team imports data into Altiris Asset Control and validates data using the receipt process (matches receipt record)

# Asset Management Interim Process Option 2



# Discussion

- Open to audience for discussion on which option is preferable
- Questions?